

## HB 1978 -- Caseload Standards for Certain State Agencies

Sponsor: Oxford

This bill requires the development of caseload standards by the departments of Health and Senior Services and Mental Health. In its main provisions, the bill:

- (1) Requires each department director to develop caseload standards based on the actual duties of employees in each program area of the department and existing professional caseload standards and consider standards developed by other states for workers in similar positions;
- (2) Requires each department director to use the standards as the basis of the department's personnel budget request to the Governor;
- (3) Requires each department director to convene at least annually a caseload standards advisory committee within his or her department to review caseload standards and recommend minimum and maximum caseloads for each category of workers employed by the department;
- (4) Requires each department director to submit an annual report to the General Assembly on the established caseload standards, actual caseloads for employees, and a description of the methodology used to compute caseloads and to post the report on the department's website;
- (5) Specifies that if an employee has failed to satisfactorily complete assignments that are in excess of specified caseload standards, good faith efforts to complete the assignments must be among the factors considered in the employee's performance evaluation. Any failure to complete assignments that are in excess of the specified caseload standards cannot be a factor in determining an employee's eligibility for a pay increase; and
- (6) Requires the departments, subject to appropriations, to use the standards to assign caseloads to individual employees.